

Re US Govt Corres Manual 1968 version

( Stock no.  
7610-889-3558

Archives said

it will be sold as one package appx .50¢

will be loose leaf form

and three hole punched

Fed Supply said it's too much trouble logistically to  
store and issue the Manual by parts.

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We can use the Part II without any modifications

Part I would require changes to conform to our (?) desires

First--do we buy the block style?

will we switch to the new type stationery for  
informal letters (now using Office Memo 10)

We would add sections for

TS material

Corres for Director's signature

Corres for each component, perhaps

Classifications and control designations

Memorandum for the Record

We have more forms for the assembling section

We could leave or use the Telegram section--as far as I know

only O/Personnel uses telegrams.

Shall we issue as Handbook, Manual,  series

STAT

STAT

2/15/68

16 Feb 68

Spoke with

He would like to see the Fed. HB & our ideas  
regarding it. *8/8/68*

- ① We will buy some of the <sup>U.S. Govt Com.</sup> Handbooks and paste a "warning" on page 1.  
about our continued use of memos + ltrs and optional use of Block Style.  
In fact we will probably reject all of Chapters 1 + 2 of Part I.
- ② Our Agency will not use the informal letter with the public or other Agencies.  
We could use the informal Speed letter internally.
- ③ We must add a section on Security in Correspondence to cover the TS procedure and ~~Defense~~ Classification and Group 1 marking. Plus some mention of <sup>Special</sup> Code word systems ~~being required~~.
- ④ The DCI requirements  
A note or two on Directorate needs and mention of assembling is needed.
- ⑤ Information on our Memo for the Record and Memo of Conversation is needed.